

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

ADMINISTRATIVE LAW ADMINISTRATOR

JOB DESCRIPTION

Employees in this job, as Group 4 administrators, direct or assist in the direction of the State Office of Administrative Hearings and Rules (SOAHR). All ECP Group 4 positions must be designated by the Appointing Authority and accepted by Civil Service.

There are two classifications in this job.

Position Code Title – Administrative Law Administrator-2

Administrative Law Administrator 19

The employee serves as the deputy director of the State Office of Administrative Hearings and Rules with responsibility for directing the work of subordinate Administrative Law Examiners through Administrative Law Managers.

Position Code Title – Administrative Law Administrator-3

Administrative Law Administrator 20

The employee serves as the executive director of the State Office of Administrative Hearings and Rules directing the promulgation and legal certification of rules and the administrative hearings process for the State of Michigan.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Evaluates and establishes policies, procedures and best practices for conducting administrative hearings.

Directs activities associated with the scheduling and conduct of administrative hearings, case mediation, and rule promulgation.

Develops best operating practices in the areas of the review and processing of administrative rules.

Reviews and certifies proposed administrative rules as constitutional and otherwise legally acceptable.

Develops budget recommendations for capital outlay, personal services, equipment, and materials.

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Supervises, directly or indirectly, the work of assigned staff.

Plans, organizes, directs and controls the work activities of assigned staff.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Formulates current and long-range programs, plans and policies.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of constitutional and administrative law.

Knowledge of legal research procedures.

Knowledge of the preparation of briefs and presentation of arguments for cases before state and federal agencies and courts.

Knowledge of the fundamental principles of law.

Knowledge of the nature and use of tools of legal study.

Knowledge of the statutes and regulations of relevant regulatory authorities.

Knowledge of appeal and hearings procedures and forms used in contested cases and other claims brought before SOAHR.

Extensive knowledge of the principles and techniques of administrative management, including organization, planning, staffing, training, budgeting, and reporting.

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Thorough knowledge of program planning, development, and evaluation methods.

Thorough knowledge of fiscal planning and management.

Thorough knowledge of staffing requirements and training necessary for the accomplishment of agency goals.

Thorough knowledge of labor relations, fair employment practices, and equal employment opportunity.

Considerable knowledge of public relations techniques.

Considerable knowledge of state and federal legislative processes.

Considerable knowledge of state government organization and functions.

Considerable knowledge of federal, state, and local relationships as these impact on the operation of a major state agency.

Ability to analyze and appraise facts and precedents in making administrative decisions, to get to the source of a problem, and to probe and obtain critical facts from varied sources.

Ability to persuade, motivate and lead others in the accomplishment of tasks.

Ability to formulate policies and procedures of a conceptual nature based on information from varied and complex sources.

Ability and willingness to delegate assignments, authority, and responsibility, to determine where a task can most appropriately be accomplished, and to establish management controls for follow-up.

Ability to act alone, to make independent judgments or decisions, and to take the initiative in influencing events.

Ability to retain high levels of motivation, energy, interest, and enthusiasm for extended periods.

Ability to create a positive impression and to instill confidence.

Ability to establish and maintain effective relationships, under varied conditions, with government officials, private industry leaders, professional personnel, and a variety of people at all management levels.

Ability to present ideas effectively at a level of style, grammar, organization, and technical construction expected at a management level.

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Working Conditions

None

Physical Requirements

None.

Education

Possession of a Juris Doctorate degree from an accredited school of law.

Experience

Two years of professional managerial experience supervising attorneys, administrative law judges or administrative law specialists.

Special Requirements, Licenses, and Certifications

Membership in good standing in the Michigan State Bar.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

ADMLAWADM

Job Code Description

Admin Law Administrator

Position Title

Administrative Law Administrator-2

Position Code

ADMADM2

Pay Schedule

NERE-024P

Administrative Law Administrator-3

ADMADM3

NERE-025P

ECP Group 4
10/13/09
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